

GUEST INFORMATION FORM

PARTY/BOOKING NAME:	
ARRIVAL DATE IN AFRICA:	
YOUR AGENCY OR OPERATOR NAME:	

PERSONAL INFORMATION

The information required on this form is shared with all relevant parties on your journey to ensure your needs are met. All reasonable measures are undertaken to keep this information confidential. Details are required for each traveller in the party, including children, tour leaders and escorts, as relevant, so several forms may be required. Please complete this form electronically or in clear, legible handwriting (block letters if possible), ensuring that it is signed and dated on completion, prior to returning it to your Travel Designer or Agent.

FLIGHT INFORMATION

Where possible, please provide all flight information as secured by yourself, or via your Travel Designer or Agent – International, Regional and Domestic. This allows us to facilitate onward connections, book the necessary road and air transfers, plus confirm check-in and check-out arrangements.

WEIGHT INFORMATION

The rationale behind requesting personal weight is that Wilderness Air (and other charter companies who have their own terms) must comply with very stringent controls and legislation regarding weight on our aircraft – taking the weight of the passenger into account, plus luggage and fuel requirements. Over and above passenger weight, there are strict luggage type, size and weight restrictions for all light aircraft transfers. It is important to note that if weights are not provided in advance, and additional aircraft need to be arranged on the day, you will be liable for the relevant costs.

WILDERNESS AIR – LUGGAGE ALLOWANCE & LUGGAGE DIMENSIONS

In Botswana, Zambia and Zimbabwe, soft bags with a rigid structure at the base – including wheels and/or a collapsible handle – will be accepted. Alternatively, standard soft duffel/tog type bags.

In Namibia, **only** soft duffel/tog type bags will be accepted – no frames or rigid structures may be transported as these cannot physically fit into the aircraft. Wheels on a bag are only permissible if they are not part of a solid frame or rigid structure. This applies to camera bags as well. Should bag dimensions not conform, guests will be provided with soft bags by our staff to repack at our Wilderness Lounge at Hosea Kutako International Airport (Windhoek, Namibia). Alternatively, luggage may be stored at either our airport lounge or our offices in town.

The maximum dimensions of **all** bags which can be accommodated with Wilderness Air are as follows: 30 cm (11.8 inches) wide x 35 cm (13.8 inches) high and 70 cm (27.5 inches) long.

The maximum permissible luggage allowance when travelling on a seat rate basis, including carry-on hand luggage and camera equipment, is restricted to 20 kg (44 lb) per person.

These limits are applicable to guests travelling on a seat rate basis so may differ if guests have booked a sole use option, in which case the parameters may vary depending on the type of aircraft and the number of passengers booked.

The number of bags per person is not limited with the provision that guests conform to the dimensions and types of bags as listed, and together, do not exceed the total permissible weight of 20 kg (44 lb) per person.

Additionally, please be advised that weight restrictions apply to all helicopter transfers and scenic flights – allowances are dependent on the itinerary and routing so this information is required in advance.

INSURANCE INFORMATION

Should there be an incident while you are travelling, it is greatly beneficial for us to have the necessary travel insurance information at hand – reducing the need for calls and allowing for prompt action or assistance – whether it is of a medical nature or lost baggage or a missed flight. We highly recommend taking out travel insurance, particularly due to the nature of the destination.

PASSPORT INFORMATION

Detailed passport information is required – names, nationality, birth dates, expiry dates, etc. – and we would request that you please scan your passport (relevant pages) and send per email to your Agent or Wilderness. Note that visitors to Africa must have a passport that is valid for at least 6 months beyond your intended departure date, together with onward travel documents, proof of accommodation and sufficient funds for the duration of your stay.

In addition, each country you may be visiting generally requires at least two consecutive/side by side blank pages on entry for both visas and stamps. Should your itinerary include more than one country, excluding the country of departure and return, a sufficient number of blank **visa** pages (not endorsement pages) is required in your passport. Should there be insufficient blank pages in your passport then entry into or exit from a country could be denied.

VISA INFORMATION

All passport holders should verify visa entry requirements with their travel agent and/or relevant consulate prior to travel. If you are extending your journey to other countries, visa entry requirements for those countries need to be established as well. Visa applications, costs and relevant documentation are the responsibility of the traveller. Kindly ensure that you have all necessary visas prior to departure from your home country (unless these may be obtained on arrival) as Wilderness, its staff, agents and operators cannot be held liable should entry be denied. In addition, it is your responsibility to ensure that the duration of stay in each of the countries visited on your itinerary is correctly noted on your visa/arrival paperwork or communicated to the Immigration Official, so that the appropriate number of days is stamped in your passport. If this is not done, there is a risk of being detained or charged for the number of days that you have “overstayed” in the relevant country/ies.

HIGH RISK TRAVELLERS

Both Wilderness Air and third party charter companies may decline to fly guests that suffer from a medical condition that may be exacerbated by travelling in an unpressurised aircraft especially in an instance where a guest may cause a risk to the pilot and passengers on the plane. It would certainly be in the best interest of the guest/s to travel with a medical certificate or general practitioner’s letter stating their fitness to fly and participate in a journey booked through Wilderness.

A medical clearance or fitness to travel letter is required especially if the guest/s needs special care/attention or uses any medical equipment. If the guest/s has a complicated chronic medical condition, has had a recent illness, injury, surgery or hospitalisation then a letter stating that a guest is well enough to travel, should be provided. If there is any change in the condition or well-being of the guest before travelling then Wilderness needs to be notified.

REVISED CHILD TRAVEL REGULATIONS FOR CHILDREN:

The department of South African Home Affairs has confirmed that Unabridged Birth Certificates for most foreign minors, entering into South Africa, are no longer required.

While additional documentation is still required for all South African children entering into and exiting from the Republic.

Only passports are necessary for foreign minors in the following situations:

- Child/ren accompanied by both parents.
- Child/ren accompanied by one parent.
- Child/ren travelling with a person who is not his/her biological parent.

The one exception is an unaccompanied child/ren, where additional documentation is required for a foreign minor. Please refer to their website for further details.

However, all passengers under 18 years of age will need to present an unabridged birth certificate as well as a valid passport when entering, departing or transiting Botswana and Namibia (as advised by The Ministry Of Nationality, Immigration & Gender Affairs Tourism).

This is a requirement of The UN: Convention On The Rights Of The Child, which states that every member country that has acceded to, or signed it, should introduce some measures of control.

Abbreviated versions or baptismal certificates are not accepted. This requirement applies to minors of all nationalities – whether travelling unaccompanied, with both parents, with one parent, an adoptive parent/s or with a legal guardian/s or any other adult/s (e.g. family member or friend, etc.). A sworn translation (certified/authenticated) in English should accompany all documentation that is in a language other than English.

An “Unabridged Birth Certificate” contains the following details:

Particulars of the child/ren: date and place of birth, gender and name in full.

Particulars of the parents: full names, date and place of birth and their citizenship at time of birth.



For single parents, or those travelling alone with their child/ren, the following must be provided:
An affidavit (no more than 3 months old on the date of travel) in which the absent parent gives consent for the child to travel,
or
A court order granting full responsibilities or legal guardianship of the child,
or
The death certificate of the absent parent.

Note too that documents such as affidavits that are older than six months at the time of travel will not be valid.

FLIGHT#	DATE	FORM	TO	DEPARTURE DATE	ARRIVAL TIME	BOOKED BY AGENT OR GUEST	NAMES (If certain flights are relevant to some guests only)

	GUEST 01	GUEST 02
TITLE		
FIRST NAME PER PASSPORT		
SURNAME PER PASSPORT		
AGE		
WEIGHT (SPECIFY KG/LB)		
DATE OF BIRTH (DD/MM/YYYY)		
PASSPORT NUMBER		
NATIONALITY		
COUNTRY OF ISSUE		
DATE OF ISSUE (DD/MM/YYYY)		
DATE OF EXPIRY (DD/MM/YYYY)		
COUNTRY OF RESIDENCE		
PREFERRED ROOM CONFIGURATION		
EMERGENCY CONTACT NAME AND TELEPHONE #?		
TRAVEL INSURANCE COMPANY NAME, POLICY NUMBER AND TELEPHONE #?		
MEDICAL CONDITION/S AND/OR ANY PHYSICAL DISABILITY/IES?		
CHRONIC MEDICATION AND/OR ANY HEALTH PROBLEM/S?		
ALLERGY/IES?		
SPECIAL DIETARY REQUIREMENTS		



(I.E. GLUTEN-FREE, LACTOSE-INTOLERANT, KOSHER, VEGETARIAN, HALAAL)?		
DRINK PREFERENCE/S (ALCOHOLIC AND NON-ALCHOLIC)?		
SMOKER/NON-SMOKER?		
REPEAT GUEST/S – HAVE YOU TRAVELLED PREVIOUSLY WITH WILDERNESS? IF YES, PLEASE ADVISE WHEN AND TO WHICH PROPERTY/IES?		
SPECIAL INTEREST/S?	GAME DRIVES/ NATURE DRIVES <input type="checkbox"/> BIRDING <input type="checkbox"/> BOATING <input type="checkbox"/> MOKORO EXCURSIONS <input type="checkbox"/> FISHING <input type="checkbox"/> CULTURE <input type="checkbox"/> CONSERVATION <input type="checkbox"/> PHOTOGRAPHY <input type="checkbox"/> OTHER <input type="checkbox"/> (GUIDED QUAD BIKE EXCURSIONS, ELECTRIC POWERED FAT-WHEELED BIKE EXCURIONS, HOT AIR BALLOONING, HELICOPTER FLIGHTS, ETC.) GORILLA TREKKING <input type="checkbox"/> (ESSENTIAL THAT FITNESS LEVELS & CAPABILITIES ARE ADVISED IN ADVANCE AS ANY MEDICAL CONDITION THAT COULD BE TRIGGERED BY HIGH ALTTITUDE OR VIGOROUS EXERCISE NEEDS TO BE CONSIDERED)	GAME DRIVES/ NATURE DRIVES <input type="checkbox"/> BIRDING <input type="checkbox"/> BOATING <input type="checkbox"/> MOKORO EXCURSIONS <input type="checkbox"/> FISHING <input type="checkbox"/> CULTURE <input type="checkbox"/> CONSERVATION <input type="checkbox"/> PHOTOGRAPHY <input type="checkbox"/> OTHER <input type="checkbox"/> (GUIDED QUAD BIKE EXCURSIONS, ELECTRIC POWERED FAT BIKE EXCURIONS, HOT AIR BALLOONING, HELICOPTER FLIGHTS, ETC.) GORILLA TREKKING <input type="checkbox"/> (ESSENTIAL THAT FITNESS LEVELS & CAPABILITIES ARE ADVISED IN ADVANCE AS ANY MEDICAL CONDITION THAT COULD BE TRIGGERED BY HIGH ALTTITUDE OR VIGOROUS EXERCISE NEEDS TO BE CONSIDERED)
SPECIAL OCCASION/S?	BIRTHDAY <input type="checkbox"/> ANNIVERSARY <input type="checkbox"/> HONEYMOON <input type="checkbox"/> OTHER (PLEASE SPECIFY)	BIRTHDAY <input type="checkbox"/> ANNIVERSARY <input type="checkbox"/> HONEYMOON <input type="checkbox"/> OTHER (PLEASE SPECIFY)
SIGNATURE/S		
DATE OF FORM COMPLETION		

THANK YOU FOR YOUR TIME AND WE LOOK FORWARD TO WELCOMING YOU!